

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Burdensome Administrative Procedures				
FROM: R. W. Manners Director, Foreign Broadcast Information Service		EXTENSION	NO. FBIS-0029-88	STAT
			DATE 26 February 1988	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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FBIS-0029-88
26 February 1988

MEMORANDUM FOR: Director, Management and Planning Staff, DS&T

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

SUBJECT: Burdensome Administrative Procedures

REFERENCE: Your Memo, dtd 5 Feb 88, Subj: DA Procedures

1. In response to your request for suggestions on areas in which the DA could improve or streamline its administrative procedures, we offer the following comments based on recent experience.

2. While we certainly recognize the complexity of procurement processing within the Office of Logistics, the very size of the operation alone warrants constant vigilance to identify procedures which could be simplified to benefit both Logistics and its customers. The entire acquisition process and delivery procedures should be reviewed with the goal of simplifying procedures and improving delivery times. For example:

a. Contracting Authority: It would be helpful to increase the contracting delegation of authority to offices from \$3,500 to \$6,000. Not only would this adjust for the inflation over the past several years, but would eliminate paperwork involved in approvals in numerous cases.

b. Procurement Limit: Similarly, paperwork could be reduced if the \$1,000 office limit per line item not requiring Procurement Division approval should be increased to \$3,000.

3. In the area of personnel, many long-time complaints and frustrations are being addressed in the ongoing review of the Human Resources Task Force proposals, banding in particular. We encourage every effort to develop in the near future a full program that is specifically designed to address Agency needs.

4. The rapid growth and increase of far-ranging responsibilities and programs of OIT have unfortunately caused offices difficulties in identifying those OIT individuals or components who have full responsibility for a given project. There appears from the outside to be a fragmentation of authority and it is difficult to pinpoint the locus of responsibility for the completion of an entire project. There is a need for more focus on assigning adequate authorities to those key persons or components with which the offices will be working.


R. W. Manners

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